



GIDEP/NASA Alert System Administration

System Safety and Mission Assurance Division
Ames Research Center

QS.0002 Rev. 9

Rev. No	Description of Change	Effective Date
8	<ul style="list-style-type: none">• Add Revision History Block• Update Document References• Update Responsibilities	09/21/09
9	<ul style="list-style-type: none">• Add requirement to coordinate with Export Control Official• Update Responsibilities• Update Reference Documents and Definitions• Addition of offices involved in protocol when completing a Alert, Safe Alert, Problem Advisory, etc.• Grammar	04/10/14

1. Purpose

This work instruction defines how Code QS will perform, document, and communicate the Government-Industry Data Exchange Program (GIDEP)/NASA Advisory System activities at Ames Research Center (ARC).

2. Scope

This work instruction is applicable to the processing of information received from or sent to the GIDEP/NASA Advisory System.

3. Reference Documents

NPR 8735.1	Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories
APR 1440.1	Records Management Procedural Requirements
QS 015	GIDEP/NASA Advisory Distribution

4. Definitions

Alert	Report used to rapidly disseminate information about a significant part, component, material, specification, software, facility, manufacturing process, test equipment or safety problem. There are many types of Alerts (GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, NASA Advisories, Urgent Data Requests, and Lessons Learned).
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CHECK THE MASTER LIST at <http://server-mpo.arc.nasa.gov/Services/AMS/Home.html>

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GIDEP/NASA Alert System Administration

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QS.0002 Rev. 9

Ames GIDEP Coordinator (AGC)	Civil servant that ensures the GIDEP/NASA Advisory System is implemented at ARC.
Code GIDEP Representative (CGR)	Individual designated to represent ARC Directorate that has programs, projects, or activities that may be impacted by Alerts from the GIDEP/NASA Advisory System.
Directorate POCs	Individuals within a Directorate that are designated to be on the Directorate Alert distribution list.
Code QS	ARC System Safety and Mission Assurance Division.
COTR	Contract Officer's Technical Representative.
GIDEP	Government-Industry Data Exchange Program: administered by the Department of Defense that consists of several databases containing reliability and safety information on nonconforming parts and components and other useful information.
NASA Alert Coordinator	The NASA representative to the GIDEP is the Ames GIDEP Coordinator (AGC).
Other Interested Party	Individual who is not a Code GIDEP Representative (CGR), but who receives Alerts usually on request.
Problem	A failure, nonconformance, defect or safety condition with a part, component, material, specification, or process that can cause functional failure.

5. Responsibilities

- 5.1 **Code QS Chief** shall:
 - 5.1.1 Designate a GIDEP Alert and NASA Advisory Coordinator on behalf of the Center Director, referred to as the Ames GIDEP Coordinator (AGC).
 - 5.1.2 Identify appropriate WBS number(s) for the AGC.
 - 5.1.3 Review any ARC-proposed Alert for approval prior to submittal to the NASA Alert Coordinator.
- 5.2 The **Ames GIDEP Coordinator** (AGC) shall:
 - 5.2.1 Act as the ARC point of contact for all GIDEP/NASA Advisory System assistance, distribution, and coordination.



GIDEP/NASA Alert System Administration

System Safety and Mission Assurance Division
Ames Research Center

QS.0002 Rev. 9

- 5.2.2 Maintain a working knowledge and proficiency of the NASA requirements associated with the GIDEP/NASA Advisory System.
- 5.2.3 Act on any ARC identified significant problem and nonconforming item data as follows:
 - 5.2.3.1 Review data with the ARC originator to see whether it qualifies as an Alert.
 - 5.2.3.2 Assist the originator in preparing either a GIDEP or a NASA Advisory form (see NPR 8735.1) if it qualifies.
 - 5.2.3.3 Coordinate the review and release of the completed GIDEP Alert or NASA Advisory form, at a minimum through the following ARC offices and related offices (when applicable):
 - Chief of the Originating Organization
 - Code QS Division Chief
 - Office of the Chief Engineer
 - Center Export Control Administrator
 - Office of the Chief Counsel
 - Inspector General
 - Manufacturer
 - Supplier
 - GIDEP Operations Center
 - 5.2.3.4 Review, sign, and send the GIDEP or NASA Advisory form to the NASA Alert Coordinator.
- 5.2.4 Develop and maintain an Alert Distribution List for ARC that contains at a minimum:
 - 5.2.4.1 GIDEP Representatives from ARC Directorates that have programs, projects, or activities that may be impacted by Alerts from the GIDEP/NASA Advisory System. They are referred to as CGRs.
 - 5.2.4.2 Chief Safety and Mission Assurance Officers (CSOs) assigned to all ARC spaceflight and other selected flight projects.
 - 5.2.4.3 Other interested ARC personnel added to the Alert Distribution List on request.

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System Safety and Mission Assurance Division
Ames Research Center

QS.0002 Rev. 9

- 5.2.5 Respond to Alerts, as identified and requested by the NASA Alert Coordinator.
 - 5.2.5.1 Disseminate Alerts as appropriate to the ARC Alert Distribution List using either the QS 015 GIDEP/NASA Alerts Distribution form or an equivalent information request via email. Appropriate distribution considers the practical use of the Alert by the organizations on distribution.
 - 5.2.5.2 Ensure that there is closed loop reporting from the Code GIDEP Representatives. The AGC shall contact the Code GIDEP Representatives if no response is received and may use the ARC Continuous Improvement Action System (CIAS) to ensure that closed loop reporting process is followed.
 - 5.2.5.3 Collate all ARC responses into a QS 015 form and forward the form to the NASA Alert Coordinator.
- 5.2.6 When requested, conduct GIDEP database searches to identify any positive match results.
- 5.2.7 When appropriate, schedule meetings or use distribution e-mail with all CGRs and CSOs to update GIDEP status.
- 5.2.8 Serve as the contact person for GIDEP/NASA Advisory audits at the Center.
- 5.2.9 Help ARC personnel requesting GIDEP access by obtaining User IDs, passwords and Non-Disclosure Agreement (NDA) from the GIDEP contractor, and provide direction on all types of training including SATERN training, NASA Safety Center (NSC) STEP training, hands on quarterly training and GIDEP modules in the use of the GIDEP tool.
- 5.2.10 Facilitate the training of ARC personnel on the use of the GIDEP web site.
- 5.3 The **Code QS Chief Safety and Mission Assurance Officers** (CSOs) for spaceflight and selected flight projects shall:
 - 5.3.1 Maintain a working knowledge of the NPR 8735.1 requirements as they apply to their specific project.
 - 5.3.2 When reviewing a contract Statement of Work (SOW), ensure incorporation of the GIDEP requirements therein.
 - 5.3.3 When a significant parts, material, and/or safety problem exists in their assigned project, discuss with project personnel and the AGC to facilitate and ensure the generation of an Alert.



GIDEP/NASA Alert System Administration

System Safety and Mission Assurance Division
Ames Research Center

QS.0002 Rev. 9

- 5.3.4 Serve as an alternate distribution path of Alerts to their project for distribution of Alerts from the AGC to appropriate project personnel, coordinating with the CGR.
- 5.3.5 Identify the need to perform a GIDEP database search and advise the AGC in time to allow proper project support. For spaceflight hardware, GIDEP searches should be performed to support critical design review, hardware pre-ship review, Safety and Mission Success Review and any special requests where problem parts are suspected.
- 5.4 The **Code GIDEP Representative** (CGR) shall:
 - 5.4.1 Identify and maintain a current list of programs, projects, and activities within their Directorate that may be impacted by GIDEP information and the appropriate Points of Contact (POC), including COTRs.
 - 5.4.2 Distribute, as appropriate, Alerts received from the AGC to their Directorate POCs.
 - 5.4.3 Report the impact on their Directorate from the distributed Alert to the AGC. If a response has not been submitted within 30 calendar days, the AGC/CGR may initiate a Continuous Improvement Action in ARC's Continuous Improvement Action System against the non-respondent.
 - 5.4.4 Participate in scheduled GIDEP meetings.
- 5.5 The Program, Project, and Operations/Institutional Managers have to comply with the GIDEP requirements of NPR 8735.1, sections 1.2.4, 4.1, 4.2, 4.3, 5.2, 5.3 and Appendix B.
- 5.6 The Center Export Control Administrator shall comply with the GIDEP requirements of NPR 8735.1 sections P.2, 3.2, 5.1 and 5.2, and Appendix D.

6. Procedure

None Required.

7. Metrics

None Required.

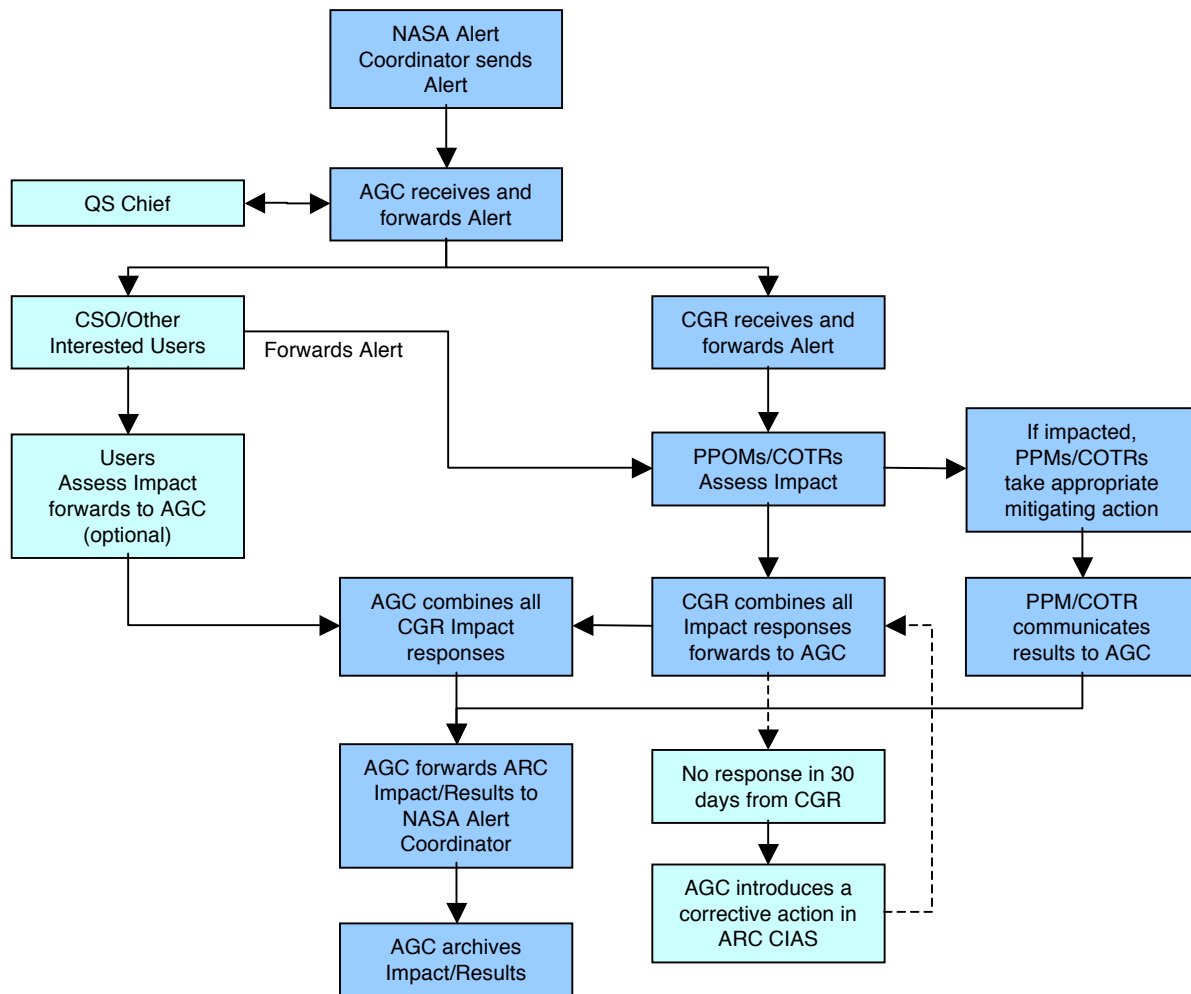
8. Quality Records

Quality Records will consist of Alert responses (QS 015 form) from the CGRs to the AGC, and from the AGC to the NASA Alert Coordinator. The responses will be archived in an approved database. Records will be maintained for ten (10) years or a minimum of 5 years following completion of the program/project, whichever is longer.



9. Flow Chart

AMES GIDEP ALERT ADMINISTRATION CLOSED LOOP PROCESS



AGC = Ames GIDEP Coordinator
CGR = Code GIDEP Representative
COTR = Contract Officer's Technical Representative
CSO = Chief Safety and Mission Assurance Officer
PPOM = Program, Project, or Operations/Institutional Manager